

2012 RULES AND REGULATIONS

VILLAGE OF HAMILTON FARMERS' MARKET

The Village of Hamilton Farmers' Market will open on Saturday, May 5th and will close on Saturday, November 3rd.

Hours of operation are 8:00 AM until 1:00 PM. The Village Board of Trustees has given permission for all vendors to stay at your site and sell your product until 2:00 PM every week if you wish to. The East Broad Street will remain closed until 2:00 PM for safety reasons.

All vendors must apply and obtain a permit from the Village of Hamilton in order to sell at the Farmers' Market.

Once a site has been assigned, that space is yours and no one can move into that site. Under no circumstances will a vendor be allowed to relocate or transfer to another area without permission from the Village Office.

The following items must be licensed by NYS Dept. of Agriculture and Markets and can be sold at the Hamilton Farmers' Market including, but not limited to:

- Plant and Nursery Products- i.e. bedding plants, potted plants or field grown plants.
- Meats-NYS farm raised and slaughtered under USDA or NYSA&M with original marks of inspection intact-no repacking and must be held under temperature control at all times (frozen or refrigerated at 41° or less). Must be labeled with establishment # and weight.
- Dairy Products
- Fruit jams and jellies
- Cider- must be pasteurized and from a licensed facility with labeling

It is the responsibility of the vendor to provide to the Village of Hamilton proof of your Dept. of Ag & Mkt License when the application is submitted.

Contact:

NYS Department of Agriculture & Markets
Division of Plant Industry
www.agmkt.state.ny.us
PH: 1-518-457-2087

Home Processors

There have been recent changes to Article 20-C (Home Processors) under the Agriculture & Markets Law. A copy of those changes has been included for your review. Please call the Dept. of Ag. & Mkts with any questions.

Any finished food product that requires refrigeration is not allowed to be produced as a Home Processor. Some examples of prohibited items include, but are not limited to:

- Pickled or Fermented foods
- Chopped or Processed Garlic and or Herbs in Oil Mixtures
- Cheese, Yogurt or Fluid Dairy Products
- Sauces, Salsa's and Marinades
- Wine Jellies, Chutneys or Fruit Butters
- Cooked or Canned Fruits or Vegetables
- Vegetable Oils and Blended Oils
- Cheesecake, Cream Filled Pastries
- Fruit or Vegetable Breads
- Meat, Fish, or Poultry Products

The following items must be registered with NYS Dept. of Agriculture and Markets and can be sold at the Hamilton Farmers' Market:

- Baked Goods -must be placed in paper or plastic

It is the responsibility of the vendor to provide to the Village of Hamilton proof of your Dept. of Ag & Mkt registration when the application is submitted. (A Sanitary Report and Product Specifications)

The following items are exempt from NYS Dept. of Agriculture & Markets and need no inspection or license and can be sold at the Hamilton Farmers' Market including, but not limited to:

- Raw Fruits and Vegetables
- Honey - without added ingredients or purchased product-labeling required
- Maple Syrup - without added ingredients or purchased product-labeling required
- Eggs - labeling required and must be refrigerated at 45° or less
- Crafts or Art - must be handmade by the vendor
- Wine - taste testing must have permission from the Mayor of the Village of Hamilton and are required to verify for legal age limit
- Books - authored by village resident or immediate nearby towns

The following vendor must be licensed with Madison County Dept. of Health and can sell prepared foods at the Hamilton Farmers' Market:

- Prepared Foods/Food Service Operations - Prepared individual portions of food intended for immediate consumption

It is the responsibility of the vendor to provide to the Village of Hamilton proof of your Dept. of Health License when the vendor application is submitted.

Contact:

Madison County Department of Health
Environmental Health Dept.
www.healthymadisoncounty.org
315-366-2526

Sales Tax Registration

It is the responsibility of the vendor to obtain a sales tax permit if they sell non-food items. A representative from NYS does visit markets periodically to check for permits. If a vendor is found to be in violation, there is a significant fine that NYS will enforce upon each vendor. You can obtain an application from the Village Office upon request.

Contact:

New York State Department of Taxation and Finance
518-485-2889
www.tax.ny.gov
Form DTF-17

There are some items that are prohibited from sale at the Farmers' Market including, but not limited to: books and magazines not authored by a resident of the Village of Hamilton or any immediate nearby towns, appliances, cleaning products, assorted merchandise, etc.

Licenses, Registrations and Permits

It is the responsibility of the vendor to display all necessary licenses, registrations and permits for New York State inspectors, Madison County inspectors, Village of Hamilton personnel and Consumers.

Craft/Art items or Baked Goods

All baked goods and craft items must be handmade by the vendor and may not consist of items purchased for resale.

Re-Sale of Produce

Theoretically, the Village of Hamilton would like to require that produce vendors home grow all of their fruits and vegetables, but in reality it is not possible to get the variety of produce that our customers are looking for. Allowing produce vendors to sell resale, allows customers to purchase off-season products locally. All vendors who sell produce for re-sale are required to pay an additional fee if they choose to sell produce from other areas.

Weekly Permits

Weekly permits will be issued only for seasonal produce, i.e. pumpkins, apples, sweet corn, etc. A permit cannot be issued for a single Saturday unless it is for sale of these seasonal produce items.

The importance of Market Attendance

The strength of any farmers' market depends on the presence of many vendors and diversity of products. When you commit to being a vendor you become part of a larger group and collectively everyone benefits. Not only do our customers appreciate your regular attendance, but also your fellow vendors depend on you being there to make the market successful. Your continued attendance is very important.

Customers do attend the market and shop on days with inclement weather. We do understand that there will be times when the weather is so unpleasant that your product could be damaged or you may have personal reasons, vacations, etc.

Political Parties or Religious Organizations

Committees promoting a specific political party or religious group must occupy a paid vendor space.

Fund-raising

The sale of raffle tickets, distribution of brochures or informational pamphlets of any type, raising money for a specific charity or non-profit organization will be allowed only in a community space.

Pets

Vendor-owned pets are not allowed within the Market area, with the exception of Wanders Rest, Rescue Me or service animals. In addition, the sale of live animals is not allowed at market by vendors or visitors.

Restrooms

Restrooms for vendors and customers are available at the Hamilton Public Library during 10:00-1:00 or the port-a-john behind the Library.

Refuge/Recycling

Each permit holder will be assigned a designated site and shall be responsible for keeping their space free from all refuse during market hours. No booths, stands or other selling fixtures, materials, or equipment shall be erected prior to 7:00 a.m. on the market day. All vendor activities must be conducted in an orderly fashion and the vendor's space should be kept neat, orderly, and safe. Each vendor must clean and remove all material, litter and debris from their area within one-half hour after the close of each market day.

All vendors are required to protect their area from damage, i.e. cooking spills, tent stakes, etc. Costs and repairs will be billed to the vendor. This will be enforced per inspection on the following business day.

It is at the request of the Village Board of Trustees that if specific vendors are showing wear on grassy areas at their site that they consider bringing a protective mat or carpet to protect the soil.

Parking

As we are aware of the parking problem in the Village of Hamilton, we require you, the vendor, to unload your craft at the curb and relocate your vehicle for the remainder of the market hours to another location to allow prospective customers to more freely have a place to park. This is not the responsibility of the market monitor, but he has the authority to ask you to move your vehicle if he sees the need. When the market is over, you may then bring your vehicle curbside again to load the remainder of your items. Please feel free to use the parking lot behind the Village Office if spaces are available. This does not apply to curbside vendors along East Broad Street. We appreciate your patience and understanding of this rule.

Complaint Procedures

All vendors are to comply with all provisions of the Village of Hamilton Farmers' Market Local Law (section 66-11) and its related regulations. This includes the Village of Hamilton Violence in the Workplace Policy that states that all businesses that utilize Village property are expected to maintain a working environment free from violence, threats of harassment, intimidation or coercion. Failure to comply with any regulations or policies of the Village of Hamilton will result in a verbal warning for the first offense and if there are additional offenses in the same season, the Village of Hamilton Board of Trustees may choose to revoke the permit or fine any vendor.

To enforce these rules and regulations the village has hired the same Market Monitor to be available.

SPECIAL WEEKENDS for 2012

May 12th-Mother's Day Weekend
May 19th-Colgate Graduation Weekend
May 26th-Memorial Day Weekend
June 2nd-Colgate Reunion Weekend
June 16th-Father's Day Weekend
June 23rd-Hamilton Central School Graduation Weekend
September 1st-Labor Day Weekend
September 29th-Great Chocolate & Train Festival
October 13th-Colgate Homecoming Weekend
October 27th-Colgate Family Weekend